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20 March 1986

MEMORANDUM FOR: Chief, Administrative Staff/OIT

25X1   FROM:

Chief, OIT Security

25X1   SUBJECT: Proposed Move of OIT Admin Staff

25X1   1.   Concerning the proposed move of Admin Staff
25X1   I would like to present some reasons, which I feel are valid, for keeping the Security Staff at Headquarters.

        a.   Approximately 80 percent of our "security work" is focused in the Headquarters area.   25X1
    25X1

25X1

25X1

        c.   On a biweekly basis, Codeword briefings are given in the OIT Conference Room for escorted contractors. The contractors are then taken to the badge office for their badges and necessary indicators. It would be most difficult, 25X1   logistically, to accomplish this from   i.e., access to the Headquarters compound must be arranged; contractors must be escorted; paperwork and coordination with the badge office is required.

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2. In terms of space, our only requirement is a separate office and space for the two security assistants. There are no other support mechanisms needed and what management is necessary from the Chief of the Admin Staff can be done telephonically. It would also be possible, if desired and if given a support secretary, for the OIT/SO to function as the Deputy Chief of the Admin Staff representing support interests at Headquarters.

3. In any case, OIT/SS will abide by whatever decision is reached.

25X1

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